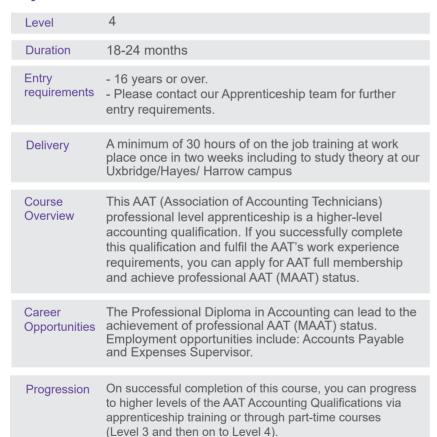


Key Information



Choose a Trusted Provider







We work with major companies including British Airways Brunel University London & Menzies etc.



AAT Professional
Accounting Technician
Level 4 Apprenticeship
(Online and On Campus)
Powered by
Mindful Education



employers@hruc.ac.uk

www.hruc.ac.uk/employers





Modules and Content

What will they learn?

In this apprenticeship you will cover higher accounting tasks including drafting financial statements, managing budgets and evaluating financial performance.

Optional specialist units are also available. Apprentices who complete these additional two units will be awarded an AAT Level 4 (Association of Accounting Technicians) qualification enables those working in accounting or those who looking to pursue accountancy as a career to gain knowledge, practical experience and the all-important certification often sought by employers.

Study Method - Online and On Campus

We have partnered with Mindful Education to deliver the core units of this apprenticeship through our Online and On Campus model.

Online lessons can be accessed at any time, using a mobile, tablet or desktop - meaning apprentices can fit their study around work commitments, minimising disruption in the workplace. Each lesson lasts around 60 minutes and is accompanied by animations and motion graphics to bring concepts to life. Exercises, interactive case studies and analytical tools help to enhance the learning experience further.

On campus, apprentices benefit from face-to-face classes at College with an experienced tutor who will provide guidance on progress and assessment. A combination of classroom-based lessons, group exercises and discussion encourages apprentices to apply theory to real-life workplace situations.

This modern, flexible approach to apprenticeship training empowers learners, minimises disruption to employers, and delivers tangible results in the workplace.

Apprentices will attend college once every two weeks and will study online materials during allotted time at work.

Units of Study

The Level 4 apprenticeship covers a range of key areas, including:

- · Management Accounting: Budgeting
- · Management Accounting: Decision and Control
- Financial Statements of Limited Companies
- Accounting Systems and Controls
- Professional Diploma Synoptic Assessment

These core units of study are assessed at unit level. In addition, a synoptic assessment will ask students to apply knowledge and skills gained across the qualification in an integrated way, within a workplace context.

In addition, the following optional units can be added to complete the AAT Level 4 Professional Diploma in Accounting (but are not mandatory as part of the apprenticeship):

- Business tax
- Personal tax
- External auditing
- Cash and Treasury Management
- · Credit Management

You will also develop business communications and lifelong learning skills, applying what you learn on the course to the wider industry context.

How will they be assessed?

To complete the Accounts/Finance Assistant Apprenticeship, apprentices will be expected to complete:

- A synoptic end-test covering the knowledge and skills gained throughout the on-programme stage and detailed in the standard.
 A portfolio and reflective discussion which will comprise a range of evidence produced in the work-place to show that the Apprentice has met the knowledge, skills and behaviours detailed in the standard. The reflective discussion will be a structured interview to examine this evidence and the learner journey in more detail.